



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.27

Subject: Tool Control

Supersedes: DCS 27.27, 01/01/04

Local Policy: Yes

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 07/01/98

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Application

To All Department of Children Services Youth Development Center and DCS Group Home Employees

Authority: TCA 37-5-106

Policy

All facility tools shall be managed to ensure the safety and security of youth, staff, and the community.

Procedures

A. Written local policy

1. Requirement

Each YDC Superintendent or DCS Group Home Supervisor shall develop local procedures to govern the use of tools in all areas, including medical (if appropriate) and culinary.

2. Contents

Local procedures must be reviewed annually and include, at a minimum, the following:

- a) Identification
- b) Storage
- c) Issue (check in and out)

- d) Inventory
- e) Disposition
- f) Missing tools

Forms

None

Collateral Documents

None

Standards

ACA 3-JCRF-3A-13

ACA 3-JTS-3A-23

DCS Practice Model Standard- 8-306